

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS
SUPERINTENDENT'S BOARD OF EDUCATION BULLETIN**

Number 10

December 11, 2014

MISSION STATEMENT

The mission of Parsippany-Troy Hills School District is to provide effective instruction in all program areas, to develop the learning potential of all students in the district, to build skills for a lifetime of learning, and to develop a feeling of self-worth and confidence that will allow students to become productive members of society.

To accomplish this mission, Parsippany-Troy Hills School District is committed to a system which recognizes principals, supervisors and directors as instructional leaders and empowers members of the teaching staff to become partners in the development of curriculum and refinement of instructional strategies. The Board of Education also seeks the involvement of parents and members of the community as participants in a partnership to promote quality education. The result of this collaboration is to produce effective learners who can cope with the demands of an ever-changing society.

Furthermore, we are dedicated to achieving a spirit of humaneness as students involve themselves in school activities as well as contributing to the well being of the community. To achieve these ends, the Board of Education also supports a continuous program of staff development for all employees as means of developing the most effective curriculum and instruction for all our students.

Date Adopted: 7/6/89

Public Comments

In an effort to align our meeting practices with those of the Township and to insure an orderly meeting, effective this evening the following guidelines must be adhered to for all of those who wish to speak during the public comment section of tonight's meeting and all future meetings:

1. Each person must sign in and will have three minutes to speak to the Board.
2. Each person must address the presiding officer.
3. Each person must recognize the authority of the presiding officer and end his or her comments at the end of three minutes.
4. After everyone who wishes to speak has had that opportunity to do so, a person may speak one more time to the Board for one minute.
5. Bylaw 0167 – Public Participation in Board Meetings which details the Board's expectations and guidelines for addressing the Board of Education can be found on the district website. <http://www.pthsd.k12.nj.us/policies.html>

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS
SUPERINTENDENT'S BOARD OF EDUCATION BULLETIN**

Number 10

December 11, 2014

The following motions are non-controversial, a matter of routine business and will be voted on by one motion:

The following items I-VI represent the complete Superintendent's Report, and therefore represent Board Action for all of these recommendations made by the Superintendent as required by statute. For purposes of Board and public clarity and as previously advised by the Superintendent the report is being broken down into sections by functional level and as so co-assigned by the Superintendent to a specified Cabinet Member as noted.

14-15 05

ITEMS FOR DISCUSSION

Mrs. Stella Gizas, President of the Parsippany Education Foundation, Inc. will be presenting the 2014-2015 Foundation Grant money totaling \$16,981.48 to the Board of Education.

I. LA – LEADERSHIP ACTIONS – SCOTT RIXFORD

LA 14-15 06 **Settlement Agreement and Releases**

**SETTLEMENT
AGREEMENT**

BE IT RESOLVED that the Parsippany-Troy Hills Board of Education hereby approves the Settlement Agreement and General Releases between the Board and various former employees in accordance with the terms of the agreements which are on file in the office of the Assistant Superintendent for Business, and authorizes the President and Board Secretary to execute same on behalf of the Board.

II. GA – GENERAL ADMINISTRATION – JONI BENOS

GA 14-15 33 **Travel and Work Related Expenses**

**TRAVEL
& EXPENSES**

WHEREAS, N.J.A.C. 6A:23B-1.1 et. seq. requires that each Board of Education adopt a formal policy and procedures relating to travel and expense reimbursement for its employees and Board members; and

WHEREAS, the Parsippany-Troy Hills Board of Education (the “Board”) adopted a Travel Expense Reimbursement Policy that addresses the reimbursement of travel-related expenses by Board members and employees of the District; and

WHEREAS, the Board has considered all other relevant guidelines and circulars associated with the adoption of its Travel Expense Reimbursement Policy; and

WHEREAS, the Board has determined that the travel listed in this Resolution is educationally necessary and fiscally prudent; and

WHEREAS, the Board has concluded that the travel and expense reimbursements listed in this Resolution are directly related to and within the scope of the employee’s current responsibilities; and

WHEREAS, the Board has determined that the travel and expense reimbursements listed in this Resolution are for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, the Board has concluded that the travel and expense reimbursements listed in this Resolution are in compliance with State travel reimbursement guidelines as established by the Department of Treasury and incorporated herein;

THEREFORE; BE IT RESOLVED, Pursuant to N.J.A.C. 6A:23B and Board Policy and upon the recommendation of the Superintendent, that the Parsippany-Troy Hills Board of Education, in the County of Morris, New Jersey, approve the travel requests below.

Name	Purpose	Date	Location	Estimated Expenses
Lauren Aceti Melissa Arnot Kathleen Zelles	Practical Strategies for OT / Vision/Visual Perception	January 28, 2015	Newark, NJ	\$239.00 each Title IIA Grant
Janet Cassetta Rose DeFilippo Tara DeGeorge Melanie Dully Margaret Garcia Jennifer Hawken Heather Heyrich Erin Maloney Laura Messier Suzanne Petersen Kathy Serrao	Guided Reading to help meet or exceed Common Core State Standards for Reading	January 28, 2015	Parsippany, NJ	\$229.00 each IDEA Grant
Rose DeFilippo Melanie Dully Doreen Worthington	Most Effective Strategies for Struggling Readers	February 23, 2015	Newark, NJ	\$209.00 each IDEA Grant
Jeffrey Martens	Rutgers 47 th Conference on Reading and Writing	January 23, 2015	Rutgers, NJ	\$250.00 each APSA/IDEA Grant

GA 14-15 34 Field Trip Destinations

**FIELD TRIP
DESTINATIONS**

BE IT RESOLVED that the Board approve the potential Field Trip destination named below for the 2014-2015 school year.

Destination

Reston, Va/Marriott/
Washington-Dulles
Herndon, VA

What the trip would be for

Student Council NASC Advisory

GA 14-15 35 Parsippany Education Foundation Grants

**PEF, INC
GRANTS**

BE IT RESOLVED that the Board accept the grant awards totaling \$16,981.48 to the schools named below from the Parsippany Education Foundation, Inc.:

Using Bird Feeders to Promote Various Aspects of the Science Curriculum for a Multiply Disabled Population	Central Middle School	\$239.43
How Do The Structures of Organisms Contribute to Life's Functions?	Central Middle School	\$951.93
3-D Printer for Makerspace in the Media Center	Parsippany High School	\$3,750.00
Reading and Writing, It's a Family Affair	Northvail	\$782.16
National History Day	Central Middle School	\$586.00
Mark Miller Vocal Ensemble Mini-Residency	Central Middle School Brooklawn Middle School Parsippany High School Parsippany Hills High School	\$6,000.00
Cross Curricula - Crazy Cool	Northvail	\$1,000.00
Robotics Club Start-up	Brooklawn Middle School	\$1,171.96
Artist in Residence: Edward Lisk	Parsippany High School Parsippany Hills High School	\$2,500.00

GA 14-15 36 Overnight Field Trip Approval

**OVERNIGHT GA-A
FIELD TRIP**

BE IT RESOLVED that the Board approve the following overnight field trip for Parsippany Hills High School.

Grade 11 January 22-25, 2015 – Student Council/NASC Region 2
Reston, VA/Marriott Washing-Dulles

GA 14-15 37 **Gifts to the District**

**GIFTS TO
THE DISTRICT**

BE IT RESOLVED that the Board accept the following gifts and that the Superintendent send a letter of appreciation:

District

Mr. Joe Cardona of Medix, Parsippany, NJ has donated chairs, tables and a conference table to the District.

Troy Hills

The Troy Hills PTA has donated \$1,140 to the Board of Education to help support cultural arts events to be held at Troy Hills School.

III. AP – ACADEMIC PROGRAMMING – NANCY GIGANTE, ED.D.

AP 14-15 11 **Mini-Grants 2013-2014**

BE IT RESOLVED that the Board approve the mini-grants for the persons and projects below. A panel consisting of three teachers read and evaluated the proposals submitted this fall. Ten proposals were selected to receive mini-grants for the 2014-2015 school year. In addition to the award winners, the three teachers who comprised the anonymous panel also deserve a sincere thank you for their efforts and the hours they spent after school reading the proposals.

Mini-Grant	Award	Teacher(s)	School
Adding Math and Science to Robotics Engineering	\$550.00	Frank Caccavale Robert Stevenson Joseph Guartafierro	BMS BMS CMS
Immigration Experience – Back in Time	\$550.00	Lucia Contuzzi Michele Mizerek	Eastlake
Big Book Bonanza	\$550.00	Beth DiBello Jessica Hall	Lake Parsippany
Cross Curriculum Ultimate – A Musical Production	\$550.00	James Caulfield	Northvail
Leveling the Playing Field	\$540.75	Kathy Serrao	Northvail
Shopping for Success	\$517.39	Jayne Dzuback	BMS
High Interest Novels for Struggling Teen Readers	\$499.66	Leanne Adubato	Parsippany Hills High School
Bookroom Bonanza	\$484.35	Ashley Arriaza	Lake Parsippany
Exploring Ethics in Action (Via Character Counts)	\$423.15	Julianne Buccino	BMS
Star Light, Star Bright	\$325.00	Kristina Seib Christine Vittorio Donna Leigh Wrightson	Knollwood

IV. **HR – HUMAN RESOURCES – EILEEN HOEHNE**

HR 14-15 102 **Employment – Substitutes**

EMPLOY SUBS

BE IT RESOLVED that the Board approve the employment of the individuals named below who hold the appropriate number of credits or the proper certification, and who have indicated their interest in serving as a substitute in the areas indicated during the 2014-2015 school year, effective December 11, 2104:

Brittany Ciccarelli	Paraprofessional
Lisa Morra	Paraprofessional
Kelsey Principe	Teacher
Kiersten Price	Teacher
Zahra Sadaat	Teacher
Kathleen Ries	Bus Aide

HR 14-15 103 **Resignation – PTHESA**

RESIGN PTHESA

BE IT RESOLVED that the Board approve the following paraprofessional resignation effective December 11, 2014:

Christina Bauer One-to-One Aide Parsippany High School

HR 14-15 104 **Resignation – Noontime Aide**

RESIGN NOONTIME

BE IT RESOLVED that the Board approve the following noontime aide resignation effective December 12, 2014:

Terese Cameron Troy Hills

HR 14-15 105 **Employment – Paraprofessionals**

EMPLOY PARA

BE IT RESOLVED that the Board approve the individuals named below who have been employed for the 2014-2015 school year as paraprofessionals in the area indicated:

Parsippany High School

Christina Bauer - Instructional Aide - \$28,903 (prorated) Effective 12/12/14

Troy Hills Elementary

Terese Cameron - One-to-One Aide - \$20,018 (prorated) Effective. 12/15/14

HR 14-15 106 Unpaid Leaves of Absence

**UNPAID
LEAVES OF ABSENCE**

BE IT RESOLVED that the Board approve an unpaid leave of absence for Employee #1062 effective December 8, 2014 through December 23, 2014.

BE IT RESOLVED that the Board approve an unpaid leave of absence for Employee #2650 effective December 11, 2014 through December 23, 2014.

HR 14-15 107 Transfer of Assignment - Local 32

**TRANSFER
LOCAL 32**

BE IT RESOLVED that the Board approve the following transfer of assignment, necessitating no change in contract, effective December 12, 2014:

Jawan Alston

From: Evening Custodian Floater, Maintenance Department

To: Evening Custodian, Intervale Elementary School

HR 14-15 108 Appointment – Extra-Curricular Athletic Aides

**APPOINT
EXTRA AIDES**

BE IT RESOLVED that the Board approve the individuals named below who have indicated their willingness to serve as volunteer extra-curricular/athletic aides in the areas indicated for the 2014-2015 school year effective December 12, 2014.

Parsippany High

Mina Kelaid Winter Track

Joshua Johannessen Winter Track

Central Middle School

Riedel Girls Basketball

HR 14-15 109 Transfer of Coaching Assignment

**TRANSFER
COACH**

BE IT RESOLVED that the Board approve the following transfer of coaching assignment, necessitating no change in stipend, as indicated below:

Parsippany High School

Bryan DiMaulo

From: Freshman Head Girls Basketball Coach Step 2 \$7,387.00

To: Assistant Varsity Girls Basketball Coach Step 2 \$7,387.00

HR 14-15 110 **Corrections**

CORRECT

BE IT RESOLVED that the Board approve the corrections listed below:

Employment - Local 32

Wilson Barraza
From: \$28,350 + \$1,415 (2nd Shift)
To: \$28,781 + \$1,415 (2nd Shift)
Effective July 1, 2014

Coaching

Joshua Ury - Parsippany Hills
From: Head Coach – Step 3 \$2,142.18
To: Asst. Coach – Step 3 \$1,831.14 (prorated)
Effective December 1, 2014 through December 31, 2014

Maternity Leaves

Employee # 2817
From: Return date: December 3, 2014
To: Return date: December 4, 2014

Employee # 2805

From: on or about November 4, 2014 through January 14, 2015 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from January 15, 2015 through April 20, 2015.

To: on or about November 4, 2014 through January 15, 2015 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from January 16, 2015 through April 21, 2015.

HR 14-15 111 **Maternity Leave of Absence**

**MATERNITY
LEAVE OF ABSENCE**

BE IT RESOLVED that the Board approve the maternity leave of absence as indicated below:

Employee #2913, Parsippany High School Teacher of Mathematics has requested a maternity leave of absence on or about February 25, 2015 through April 29, 2015 utilizing her accumulated sick leave. Pursuant to the Family Leave Act she is also requesting an unpaid childcare leave of absence from April 30, 2015 through June 26, 2015.

HR 14-15 112 **Resignation**

RESIGN

BE IT RESOLVED that the Board approve the resignation of Lenny Libitz, Senior Secondary Computer Technologist, effective January 29, 2015 or sooner pending a permanent replacement can be employed.

HR 14-15 113 **Retirement – Coordinator of External Programs**

RETIRE

BE IT RESOLVED that the Board approve the resignation of Joanne Caponegro, Coordinator of External Programs for Parsippany Adult and Community Education, for the purpose of retirement effective February 28, 2015.

HR 14-15 114 **Long-Term Assignments**

**LONG-TERM
ASSIGNS**

BE IT RESOLVED that the Board approve Mary Matarazzo, as a long-term substitute for Employee #1985, a teacher at Parsippany High School who will be out on maternity leave. Ms. Matarazzo will be compensated at the per diem rate of \$99.83 effective December 19, 2014 and effective April 1, 2015 at the per diem rate of \$257.00.

BE IT RESOLVED that the Board approve Nisha Srishan, as a long-term substitute for Employee #2913, a teacher at Parsippany High School who will be out on maternity leave. Ms. Srishan will be compensated at the per diem rate of \$99.83 effective February 23, 2015 and effective May 29, 2015 at the per diem rate of \$257.00.

BE IT RESOLVED that the Board approve Christine Migliazza as a long-term substitute for Employee #2362, a paraprofessional at Rockaway Meadow Elementary School who will be out on maternity leave. Ms. Migliazza will be compensated at the hourly rate of \$14.14 effective January 26, 2015 through May 12, 2015.

HR 14-15 115 **Approval of Employment**

**EMPLOY
CERTIF STAFF**

BE IT RESOLVED that the Board approve the employment of the individual named below, for the 2014-2015 school year and that a contract be issued to them in accordance with the provisions of the Teacher's Guide for the 2014-2015 school year for the educational level and experience indicated.

<u>Kimberly Hallock</u>	<u>Teacher of Family & Consumer Sciences</u>
BA	Marywood University - 2010
Certification:	Teacher of Consumer Sciences
Experience:	First Year - <i>(Prior subbing experience)</i>
Guide Placement:	BA, Step 1 \$51,420.00
Effective:	December 12, 2014
Assignment:	Parsippany High School (Replacement)

HR 14-15 116 **Waiver of Teaching Load**

WAIVER

BE IT RESOLVED that the Board approve the waiver of the teaching load for the following individual who has agreed to provide class coverage as indicated below during the 2014-2015 school year as indicated below:

Joseph Guartafierro CMS - Industrial Arts (Woods) 1/7 \$6,110.00
Effective November 13, 2014 - January 29, 2015

V. PS – PUPIL PERSONNEL SERVICES – ANTHONY GIORDANO

PS 14-15 30 **Paraprofessional ABA Stipend 2014-2015**

**PARA ABA
STIPEND**

BE IS RESOLVED that the Board approve the individuals named below as ABA-trained Paraprofessionals with a stipend of \$1,200 (prorated) for the 2014-2015 school year:

<u>Name</u>	<u>School</u>	<u>Effective Date</u>
Obrycki, Sarah	Rockaway Meadow	10/29/14
Petillo, Kristina	Rockaway Meadow	10/27/14
Seigal, Briana	Lake Hiawatha	11/12/14
Phillips, Ann	Lake Hiawatha	10/23/14

PS 14-15 31 **Transportation – Students with Disabilities**

TRANSPORTATION

BE IT RESOLVED that the Board approve the transportation cost of \$161,491 for students with disabilities who have been classified by their Child Study Teams in accordance with Title 18A:46 and require out-of-district special programs for the 2014-2015 school year. Transportation is provided by the Educational Services Commission of Morris County.

PS 14-15 32 **Home Instruction**

**HOME
INSTRUCTION**

BE IT RESOLVED that the Board approve the following students who are on Home Instruction:

<u>Student ID#</u>	<u>School</u>	<u>Grade</u>	<u>Reason</u>
24074	Parsippany Hills High School	12	Medical
23598	Parsippany High School	12	Medical
30232	Parsippany High School	12	Medical
35356	Knollwood	3	Administrative

PS 14-15 33 **Related Service Providers**

**RELATED SVC
PROVIDERS**

BE IT RESOLVED that the Board approve ADHD, Mood and Behavior Center in Cedar Knolls, NJ, to provide related services for the 2014-2015 school year at the rate of \$575 per evaluation.

Suspensions

SUSPENSIONS PS A

Seven (7) secondary students have been suspended by their building principals as per New Jersey Statutes Title 18A:37-2-2.

VI. F – BUSINESS/FINANCE – DAVID CORSO

F14-15 31 Payment of Bills PAYMENT OF BILLS

BE IT RESOLVED that the Board of Education approve the payment of current bills for December 11, 2014 school year in the amount of \$2,992,867.45.

F14-15 32 Payment of Bills – Student Activities PAYMENT OF BILLS

BE IT RESOLVED that the Board of Education approve the payment of current bills/outstanding warrants for school activities and the lost media accounts for the month of November 2014-2015 school year in the amount of \$48,796.53.

F14-15 33 Transfer of Funds TRANSFER OF FUNDS F-A

BE IT RESOLVED that the Board of Education authorize the transfers in the 2014-2015 budget per detail of transfers report, November 30, 2014 for the 2014-2015 school year, per state law S1701.

F14-15 34 Acceptance of CAFR ACCEPT OF CAFR

WHEREAS, the district in compliance with NJSA 18A:23-1 has had an annual audit of the district's accounts and financial transactions as of June 30, 2014 conducted by the auditing firm of Wiss and Company, LLC, and

WHEREAS, the results of the audit have been discussed with the Board of Education at a public meeting and copies of the audit summary made available, therefore

BE IT RESOLVED, that the Board of Education accept the CAFR as presented.

F14-15 35 Approval of Corrective Action Plan APPROVAL OF CAP F-B

WHEREAS, the Board of Education approve the Corrective Action Plan as presented by the Assistant Superintendent for Business/Chief Finance Operations Officer/ Board Secretary and that a copy be delivered to the Executive County Superintendent for review.

F14-15 36 Outstanding Checks OUTSTANDING CHECKS F-C

BE IT RESOLVED that the Board of Education authorize the cancellation of all outstanding checks and other reconciling items from the Payroll Account in the amount of \$33,051.00.

Transfers by Transfer Number

Parsippany Troy Hills BOE

Start date 11/1/2014

End date 11/30/2014

TR#	Transfer Description	Amount	To Account	From Account
2143	11/03/14 TREE & STUMP REMOVAL-LK PAR	2,000.00	11-000-261-420-000-080 CLEANING,REPAIR & MAINT	11-000-261-600-000-140 SUPPLIES & MATERIALS
2144	11/03/14 BALLFIELD FERTILIZER-PHH:	2,500.00	11-000-261-600-000-053 SUPPLIES & MATERIALS	11-000-261-600-000-140 SUPPLIES & MATERIALS
2145	11/03/14 HEATING VALVE REPLACE-INTERVAL	2,500.00	11-000-261-420-000-064 CLEANING,REPAIR & MAINT	11-000-261-600-000-140 SUPPLIES & MATERIALS
2146	11/04/14 INSURANCE TRANSFER	29,428.00	11-000-262-520-000-210 INSURANCE	11-000-261-340-000-210 PURCHASED TECHNICAL SERV.
2147	11/05/14 CST SUPPLIES	30,000.00	11-000-219-610-000-140 GENERAL SUPPLIES	11-000-100-562-000-140 TUITION-LEAS-STATE-SPEC.
2148	11/10/14 MD TEACHER SAL CORRECTION	15,363.28	11-212-100-101-000-120 SALARIES OF TEACHERS - MD	11-212-100-101-000-140 SALARIES OF TEACHERS - MD
2149	11/10/14 To break out Exchange Acct	235.00	70-003-082-000-000-055 Puzzles & Games	70-001-005-000-000-055 Exchange
		100.00	70-003-095-000-000-055 Astronomy Club	70-001-005-000-000-055 Exchange
		1,205.66	70-003-097-000-000-055 Bug Club	70-001-005-000-000-055 Exchange
		231.25	70-003-099-000-000-055 Flag Club	70-001-005-000-000-055 Exchange
2150	11/10/14 TO BREAK OUT EXCHANGE ACCT	101.65	70-003-020-000-000-055 French Club	70-001-005-000-000-055 Exchange
2151	11/11/14 REPLENISH PC REIMB	500.00	11-000-251-890-000-210 MISC.EXPENDITURES	11-000-251-580-000-210 TRAVEL
2158	11/12/14 INSTALL NEW KITCHEN SINK	2,000.00	11-000-261-600-000-079 SUPPLIES & MATERIALS	11-000-261-600-000-140 SUPPLIES & MATERIALS
2159	11/12/14 TRUCK TIRES	1,000.00	11-000-261-600-000-340 SUPPLIES & MATERIALS	11-000-261-600-000-140 SUPPLIES & MATERIALS
2160	11/13/14 CMS SOCIAL STUDIES ORDE	8.75	11-190-100-610-112-060 SUPPLIES - SOCIAL STUDIES	11-190-100-600-111-060 SUPPLIES & MATERIALS - SCIENC
2161	11/14/14 HVAC MATERIALS	700.00	11-000-261-600-000-340 SUPPLIES & MATERIALS	11-000-261-600-000-140 SUPPLIES & MATERIALS
2171	11/17/14 PHHS ART RM COUNTER & SINK	2,000.00	11-000-261-600-000-053 SUPPLIES & MATERIALS	11-000-261-600-000-140 SUPPLIES & MATERIALS
2177	11/18/14 FLOOR MACHINES	12,000.00	11-000-262-600-000-340 SUPPLIES & MATERIALS	11-000-261-420-000-340 CLEANING,REPAIR & MAINT
2178	11/19/14 7 RESTROOM PARTITIONS-PHS	5,000.00	11-000-261-600-000-050 SUPPLIES & MATERIALS	11-000-261-600-000-210 SUPPLIES & MATERIALS
2179	11/19/14 INTERCOM PHONE REPAIRS-EASTLAK	600.00	11-000-261-420-000-062 CLEANING,REPAIR & MAINT	11-000-261-600-000-062 SUPPLIES & MATERIALS
2180	11/19/14 MAINTENANCE SUPPLIES	600.00	11-000-261-600-000-340 SUPPLIES & MATERIALS	11-000-261-420-000-340 CLEANING,REPAIR & MAINT
2181	11/20/14 MAINTENANCE SUPPLIES	300.00	11-000-261-600-000-340 SUPPLIES & MATERIALS	11-000-261-420-000-340 CLEANING,REPAIR & MAINT
2183	11/20/14 DOOR,LOCK&KEY PARTS-PHS	1,200.00	11-000-261-600-000-050 SUPPLIES & MATERIALS	11-000-261-600-000-210 SUPPLIES & MATERIALS
2184	11/20/14 SAFETY SUPPLIES-PHS	1,600.00	11-000-261-600-000-050 SUPPLIES & MATERIALS	11-000-261-600-000-210 SUPPLIES & MATERIALS
2185	11/20/14 FLOOR/WINDOW PARTS-MT TAVOR	200.00	11-000-261-600-000-100 SUPPLIES & MATERIALS	11-000-261-420-000-100 CLEANING,REPAIR & MAINT
2186	11/20/14 WINTERIZATION IRRIGATION SYSTE	1,200.00	11-000-261-420-000-050 CLEANING,REPAIR & MAINT	11-000-261-420-000-340 CLEANING,REPAIR & MAINT
		1,000.00	11-000-261-420-000-053 CLEANING,REPAIR & MAINT	11-000-261-420-000-340 CLEANING,REPAIR & MAINT
		1,000.00	11-000-261-420-000-055 CLEANING,REPAIR & MAINT	11-000-261-420-000-340 CLEANING,REPAIR & MAINT
		1,000.00	11-000-261-420-000-060 CLEANING,REPAIR & MAINT	11-000-261-420-000-340 CLEANING,REPAIR & MAINT

Start date 11/1/2014

End date 11/30/2014

12/04/14 13:17

TR#	Transfer Description	Amount	To Account	From Account
2187	11/20/14 MAINTENANCE TOOLS	500.00	11-000-261-600-000-340 SUPPLIES & MATERIALS	11-000-261-420-000-340 CLEANING,REPAIR & MAINT
2188	11/20/14 MT LABOR CHAIR LIFT	25,000.00	12-000-400-450-000-340 CONSTRUCTION	12-000-400-450-000-090 CONSTR SVCS-LITTLETON
2189	11/20/14 ALGEBRA I TEXTBOOKS	16,036.50	11-190-100-592-107-140 TECHNOLOGY - SECONDARY	11-190-100-640-106-140 TEXTBOOKS-SECONDARY LANG
2190	11/21/14 CERAMICS ROOM TABLES-PHHS	15,000.00	11-190-100-592-107-140 TECHNOLOGY - SECONDARY	11-190-100-640-111-140 TEXTBOOKS - SECONDARY
2191	11/21/14 PLOW PARTS	5,000.00	11-190-100-610-101-053 GENERAL SUPPLIES - ART	11-190-100-600-000-140 SUPPLIES & MATERIALS
2192	11/21/14 WORK STATION INSTALL-BD OFFICE	1,000.00	11-000-261-600-000-340 SUPPLIES & MATERIALS	11-000-261-420-000-340 CLEANING,REPAIR & MAINT
2193	11/21/14 BULLETIN BD/TABLES-GUIDE READ	1,200.00	11-000-261-420-000-140 CLEANING,REPAIR & MAINT	11-000-261-600-000-140 SUPPLIES & MATERIALS
2194	11/21/14 FINANCIAL CONSULTANT	1,979.73	11-000-240-610-000-062 GENERAL SUPPLIES	11-190-100-610-000-062 GENERAL SUPPLIES
2195	11/25/14 ADDITIONAL OOD STUDENT\$	48,600.00	11-000-251-330-000-210 OTHER PROFESSIONAL SERV.	11-140-100-101-109-050 SALARIES - PE TEACHERS
2196	11/25/14 HEATING PARTS-PHS	300,000.00	11-000-100-566-000-140 TUITION-PRIV.SCH.IN STATE	11-000-100-562-000-140 TUITION-LEAS-STATE-SPEC.
2197	11/25/14 HVAC PARTS-PHHS	300.00	11-000-261-600-000-050 SUPPLIES & MATERIALS	11-000-261-610-000-050 GENERAL SUPPLIES
2201	11/30/14 DCRP BD SHARE	1,000.00	11-000-261-600-000-053 SUPPLIES & MATERIALS	11-000-261-610-000-053 GENERAL SUPPLIES
		58,000.00	11-000-291-249-000-210 OTHER RETIREMENT CONTRIB-R	11-000-291-270-000-210 HEALTH BENEFITS

589,189.82 Report Total

CORRECTIVE ACTION PLAN

NAME OF SCHOOL Parsippany-Troy Hills **COUNTY** Morris

TYPE OF AUDIT CAFR & Auditor's Management Report, 2014 **CONTACT PERSON** David F. Corso, Assistant Superintendent
for Business/Chief Finance and Operations
Officer/Board Secretary

DATE OF BOARD MEETING Thursday, December 11, 2014 **TELEPHONE NUMBER** 973-263-7200, ext. 7209

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	PLANNED COMPLETION DATE OF IMPLEMENTATION
2014-001	The District implement procedures to ensure that reimbursement requests are only made for expenditures charged to the program and that other financial reports are based on the financial records of the District. Although the District identified and reconciled the capital lease transactions during the 2014 fiscal year, we suggest the District include and report the capital lease transactions within its general ledger as opposed to on separate excel spreadsheet outside the normal operating system.	The staff accountant will only request reimbursements for federal grant expenditures and will reconcile the District's financial records to the grant financial reports.	Staff Accountant	January 1, 2015
2014-002		The staff accountant will record all capital lease transactions within the general ledger operating system.	Staff Accountant	Already implemented as of audit date
2014-003	We suggest that the District maintain all required documentation for students who are provided with targeted assistance under the Title I program.	The Executive Director of Pupil Personnel Services will ensure that all required documentation for students who are provided with targeted assistance under the Title I program is maintained on file in the District.	Executive Director of Pupil Personnel Services	January 1, 2015

CHIEF SCHOOL ADMINISTRATOR _____ **ASSISTANT SUPERINTENDENT FOR BUSINESS/CHIEF FINANCE AND OPERATIONS OFFICER/BOARD SECRETARY** _____

DATE _____ DATE _____

Old Payroll Account Reconciling Items as of 12/4/14:

Wire Transfer fee to be reversed	12.00	old Provident A/C
Check 906300451 - Bank Error	0.01	old Provident A/C
Check 907303842 - Bank Error	0.03	old Provident A/C
Stop Payment fee reversal 8/1/13	35.00	new Provident A/C
Stop Payment fee reversal 8/1/13	35.00	new Provident A/C
Stop Payment fee reversal 12/16/13	35.00	new Provident A/C
Stop Payment fee reversal 1/10/14	35.00	new Provident A/C
906 O/S Payroll Transfer - Nov 2012	(1,716.00)	old Provident A/C
906 O/S Payroll Transfer - Feb 2012	(1,670.46)	old Provident A/C
ACH Added Bank to Account 2x	(3,823.18)	old Provident A/C
ACH Added Bank to Account 2x - Jan 2012	(2,965.80)	old Provident A/C
ACH Added Bank to Account 2x - Jun 2012	(1,182.23)	old Provident A/C
ACH Return	(49.70)	old Provident A/C
ACH Added Bank to Account 2x - Nov 2012	(3,380.48)	old Provident A/C
Ck 906301146	(18.95)	Payroll 906 Old Provident A/C
Ck 906301281	(599.29)	Payroll 906 Old Provident A/C
Ck 906301349	(115.01)	Payroll 906 Old Provident A/C
Ck 906301416	(386.06)	Payroll 906 Old Provident A/C
Ck 906302488	(85.79)	Payroll 906 Old Provident A/C
Ck 906302708	(637.31)	Payroll 906 Old Provident A/C
Ck 906303300	(403.03)	Payroll 906 Old Provident A/C
Ck 906303784	(153.34)	Payroll 906 Old Provident A/C
Ck 906304402	(19.39)	Payroll 906 Old Provident A/C
Ck 906304403	(19.40)	Payroll 906 Old Provident A/C
Ck 906304636	(88.32)	Payroll 906 Old Provident A/C
Ck 906304967	(436.42)	Payroll 906 Old Provident A/C
Ck 906305702	(353.62)	Payroll 906 Old Provident A/C
Ck 906307699	(39.78)	Payroll 906 Old Provident A/C
Ck 906308159	(856.04)	Payroll 906 Old Provident A/C
Ck 906317271	(472.54)	Payroll 906 Old Provident A/C
Ck 907305239	(2,587.13)	Payroll 907 Old Provident A/C
Ck 907306269	(40.26)	Payroll 907 Old Provident A/C
Ck 907311621	(2,993.46)	Payroll 907 Old Provident A/C
Ck 907991214	(164.61)	Payroll 907 Old Provident A/C
Ck 907991217	(1,039.49)	Payroll 907 Old Provident A/C
Ck 907991218	(1,039.48)	Payroll 907 Old Provident A/C
Ck 907991266	(1,806.58)	Payroll 907 Old Provident A/C
Ck 907991267	(1,806.58)	Payroll 907 Old Provident A/C
Ck 907991288	(380.23)	Payroll 907 Old Provident A/C
Ck 907991385	(1,351.46)	Payroll 907 Old Provident A/C
"New" Provident A/C Checks	(520.76)	
Bank Error Ck 100974 \$277.86 (cleared \$277)	(0.86)	new Provident A/C
	(33,051.00)	